

# *Town of Lunenburg*

**Personnel Committee:**  
**Cheryl Valera, Chairman**  
**Scott Chase, Vice-Chairman**  
**Lin Vickery, Secretary**  
**Deb Christen, Member**  
**Nancy Forest, Member**



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## **Minutes April 2, 2015**

Meeting Posted: Yes  
Location: Lunenburg Library, Massachusetts Ave., Lunenburg, MA  
Present: Cheryl Valera, Lin Vickery, Deb Christen and Nancy Forest  
Absent: Scott Chase

1. Cheryl Valera, Committee Chair, called the meeting to order at 6:32 p.m. Reviewed minutes of March 16, 2015 meeting. Minutes were accepted after making one minor correction. Lin will be submitting the corrected minutes to Kathy Herrick, Town Clerk and Lynn Kluft, Assistant Town Clerk.
2. No old business.
3. No public comment.
4. Agenda Items:

- a. Continuation of discussion regarding salary and benefits  
There was a discussion around reduction in hours and workload.

Board of Selectmen stated that confidential positions cannot be union. The contradiction is that the police secretary is union. Why?

Discussed paid time off. Cheryl is taking the action item to illustrate various time-off scenarios. Deb will see if she can find a Word version of the Salary Administration Plan.

Discussion around step increase dates anniversary vs. July 1<sup>st</sup>.

- b. Personnel Action form discussion. Lin made a motion that the Personnel Committee is not required to approve the Personal Action form for regular step increases or for new hires hired at the minimum pay. Cheryl seconded the motion. All agreed 4-0.
5. Next Personnel Committee meeting will be May 14, 2015 at 6:30 p.m. at the Lunenburg Library
6. May 14<sup>th</sup> agenda items are:
  - a. Continuation of discussion regarding salary and benefits
7. Adjournment: Deb moved to adjourn the meeting; Nancy seconded the motion, and the committee voted 4-0 to adjourn at 8:15 pm.

Minutes respectfully re-submitted with changes discussed at May 14<sup>th</sup> meeting on May 14, 2015,  
by Lin Vickery

